Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 2020/21
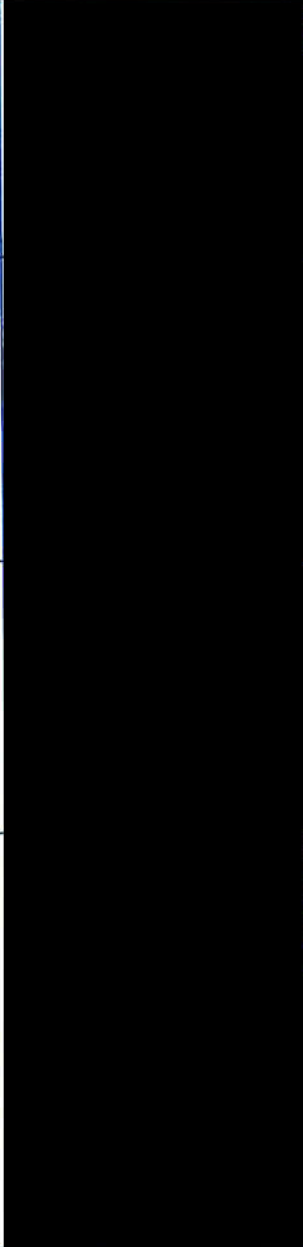### between programme countries

[Minimum requirements][2]

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[3] (email, phone)	Website (eg. of the course catalogue)
Brno University of Technology (BUT) **Faculty of Mechanical Engineering (FME)** Faculty contact person	CZ BRNO01		http://www.fme.vutbr.cz/en/zo/
Department contact person			
BUT Mobility Programmes Department			
Molde University College – Specialized University in Logistics	N MOLDE01		https://www.himolde.no/english/studies/exchange-programme/courses-offered-in-english-for-exchange-students.html

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[3] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers[4] per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility	
					Students (number)	Student Mobility for Studies [total number of months of the study periods or average duration*]
CZ BRNO01	N MOLDE01	04	Logistics/ Informatics/ Business	1st 2nd 3rd	4	20
N MOLDE01	CZ BRNO01	04	Logistics/ Informatics/ Business	1st 2nd 3rd	4	20

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods				
				Staff Mobility for Teaching			Staff Mobility for Training	
				Number of Staff	Duration number of weeks	Number of teaching hours per week	Staff number	Working days
CZ BRNO01	N MOLDE01	04	Logistics/ Informatics/ Business	2	2	8		
N MOLDE01	CZ BRNO01	04	Logistics/ Informatics/ Business	2	2	8		

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[4] Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:* http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[5]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01	04	English	English	B1	B2
N MOLDE01	04	Norwegian	English	B1	B1

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

* The receiving institution N MOLDE 01 relies on the selection of students made by the home institutions, therefore no language requirements or minimum GPA are demanded.

D. Additional requirements

AT CZ BRNO01: Meeting all pending obligations towards Faculty Campus Library (returning all borrowed books, pay potential late return tees or compensate for lost items) is a condition for a successful closure of your University exchange programme. Your documentation will not be sent if any such obligations are not fulfilled.

N MOLDE01: Molde University College has a relative good infrastructure to welcome students and staff with disabilities. Molde University College endeavours to offer students with disabilities a learning environment that is equal in all possible respects to that available to students with no disabilities, and with equal scope for success. It is essential that any incoming students and staff with special needs are brought to our attention during the nomination stage so that we can advise appropriately.

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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[5] For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ BRNO01	31st May	15th November
N MOLDE01	1 May	1 November

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [5] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [5] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

   [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[6]. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

BUT: https://www.vutbr.cz/en/studies/ects-catalogue

N MOLDE01: A full-time student covers a syllabus corresponding to 60 ECTS-credits per academic year. Molde University College – Specialized University in Logistics use the grades A-F, where A is the highest grade and E is the lowest passing grade. Pass/fail is used in some subjects. Recognized means approved examination from another institution. http://kvalitet.himolde.no/KS_UNL119

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

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[6] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01		https://www.vutbr.cz/en/studies/information-on-visa
N MOLDE01		www.Udi.no http://kvalitet.himolde.no/KS_INT063

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO 01		https://www.vutbr.cz/en/studies/ects-catalogue/insurance
N MOLDE01		http://kvalitet.himolde.no/KS_INT070

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01		http://www.kam.vutbr.cz/english/
N MOLDE01		www.simolde.no

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
CZ BRNO01			
N MOLDE01			

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[7] Scanned signatures are accepted